

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

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EFFECTIVE DATE:

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| 1. <b>DGS OFFICE OR CLIENT AGENCY</b><br>EMS Authority                              | POSITION NUMBER (Agency - Unit - Class - Serial)                   |
| 2. <b>UNIT NAME AND CITY LOCATED</b><br>Emergency Medical Services Systems Division | 3. <b>CLASS TITLE</b><br>Health Program Specialist I               |
| 4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b><br>8:00 a.m. to 5:00 p.m. -- Flexible | 5. <b>SPECIFIC LOCATION ASSIGNED TO</b><br>Sacramento              |
| 6. <b>PROPOSED INCUMBENT (If known)</b>   | 7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the EMS Systems Division Chief, the incumbent serves as the State Trauma Program Coordinator. This position requires a highly skilled, technical program consultant who coordinates and develops broad EMS policy in consultation with multiple state departments and national organizations. The position requires specific knowledge of emergency medical services and expertise of California's Trauma System. The position will develop, coordinate, evaluate, and monitor complex, sensitive and highly visible issues relating to the California EMS Trauma System and the allocation of Trauma Fund monies when available. The incumbent will interact extensively with local agency officials in the coordination of this Trauma System funding. The responsibilities of the State Trauma Program Coordinator directly impact the quality of patient care in California and is responsible for the following duties:

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

50%

**ESSENTIAL FUNCTIONS**

The State Trauma Program Coordinator provides professional consultation and technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, other State departments (including Department of Health Services Licensing and Certification and Maternal Child Health divisions) and various committees on implementation of the California State Trauma Program in accordance with Health and Safety Code and CCR Title 22 and State Trauma Plan. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, S.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools.

In order to provide program leadership in state trauma system development/enhancement and to provide consultation services for local trauma system maintenance and enhancement the incumbent:

- Develops work plans by working with Local EMS Agency (LEMSA) Trauma Coordinators and identifies barriers to trauma system implementation and provides suggestions for system enhancement where appropriate.
  - Conducts site visits and provides expert trauma program advice to LEMSAs on local trauma system development/enhancement
  - Reviews and provides recommendations on local trauma system policies
  - Provides technical assistance in the development of intercounty agreements for the care of trauma patients that require transport across county lines to obtain trauma center level care
- Reviews Local EMS Agency Trauma Plans, plan revisions and Annual Trauma System Status Reports (as required in statute) for compliance with the Trauma Regulations and sections of the statute related to trauma system development. Makes recommendations to the Director for approval as appropriate.
- Provides consultation services for other State departments related to the State Trauma System.

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|     | <ul style="list-style-type: none"> <li>▪ Provides technical consultation for the National Highway Traffic Safety Administration (NHTSA) and American College of Surgeons on the California Trauma System.</li> <li>▪ Provides staff support for the State Trauma Advisory Committee <ul style="list-style-type: none"> <li>○ Arranges periodic meetings and/or conference calls utilizing e-mail correspondence with the Committee.</li> <li>○ Provides technical assistance in the implementation of the California Statewide Trauma Planning: Assessment and Future Direction document.</li> <li>○ Provides technical assistance to the Committee in the development of guidelines and the revision of regulations as needed.</li> </ul> </li> <li>▪ Provides expert consultation services for Local EMS Agencies in their submission of trauma data to be used to calculate Trauma Fund allocation</li> <li>▪ Reviews data reports for accuracy and calculates Trauma Fund allocation utilizing Excel Spreadsheets</li> <li>▪ Reviews Local EMS Agency trauma data audits every two years for compliance with statute <ul style="list-style-type: none"> <li>○ Provides recommendations to the Director for response to data audits</li> </ul> </li> <li>▪ Monitors contracts between EMSA and LEMSA to ensure timely expenditure of Trauma Fund monies and contract compliance</li> <li>▪ Reviews annual fiscal reports from the Local EMS Agencies for appropriate distribution of trauma funds to trauma centers in accordance with statute. <ul style="list-style-type: none"> <li>○ Validates appropriate distribution of funds based on data provided</li> <li>○ Reviews trauma center expenditure of funds for compliance with statute</li> <li>○ Provides recommendations to the Director for response to fiscal reports</li> </ul> </li> </ul> |
| 35% | <p>In order to provide program leadership in coordinating the state trauma system through communication and activities with EMS/Trauma constituent groups the incumbent:</p> <ul style="list-style-type: none"> <li>▪ Provides periodic state updates on state trauma activities to the Trauma Managers Association of California at their quarterly meetings.</li> <li>▪ Provides the Commission on EMS periodic reports/presentations on the status of state trauma system activities.</li> <li>▪ Prepares bill analysis on bills related to trauma issues making recommendations to management on support or opposition positions.</li> <li>▪ Works with the State Data/QI Coordinator on the development of a State Trauma Registry and associated quality indicators.</li> <li>▪ Works with the State EMS for Children Coordinator on issues relating to pediatric trauma.</li> </ul>   |
| 10% | <p>In order to provide consultative services to other state departments and Local EMS Agencies on injury prevention activities:</p> <ul style="list-style-type: none"> <li>▪ Participates on state committees addressing injury prevention and decreasing mortality post injury.</li> <li>▪ Provides consultative services to state committees and Local EMS Agencies on the development of injury prevention programs and the development of trauma systems to reduce mortality post injury.</li> </ul>   |
|     | <p><b>MARGINAL FUNCTIONS</b></p>   |
| 5%  | <p>Makes presentations to management, federal and local government agencies and other officials on Trauma Program activities using the appropriate software.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease</p>  |

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|  | <p>and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> <p>Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.</p> <p>NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and/or experience in emergency medical services/disaster medical services, public health administration and/or a health/medical background.</li> <li>• Strong written, analytical, interpersonal and oral communications skills,</li> <li>• Demonstrated ability to act independently, open-mindedness, flexibility and tact.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Work well as part of a team and independently as necessary,</li> <li>• Build good working relationships with constituents, colleagues, and consultants.</li> </ul> <p><b>WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Requires appropriate dress for the office environment.</li> <li>• Requires ability to effectively handle stress and deadlines in a fast-paced work environment.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability and willingness to occasionally travel throughout California as required for successful job performance which may require the use of various transportation modes, i.e. airplane, taxi, car, etc.</li> <li>• Ability to work overtime as required for successful job performance.</li> <li>• Effectively operate a computer using the following software programs: Microsoft Word, Excel, PowerPoint and Outlook.</li> <li>• Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.</li> </ul> |      |
| 11. SUPERVISOR'S STATEMENT: <b><i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b>  |   |      |
| SUPERVISOR'S NAME (Print)<br>Bonnie Sinz   | SUPERVISOR'S SIGNATURE  | DATE |
| 12. EMPLOYEE'S STATEMENT: <b><i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b>  |   |      |
| <p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</p> |   |      |
| EMPLOYEE'S NAME (Print)  | EMPLOYEE'S SIGNATURE  | DATE |